

PART I - SECTION C
SCOPE OF WORK

Statement of Work
Landscaping and Grounds Maintenance Service
WW SSC/COLUMBIA DISTRICT
Seattle, WA

General Requirements

Scope: The work covered in these specifications consist of furnishing all labor, equipment, materials and supervision for the landscaping and grounds maintenance at the WW SSC located at 6526 ELLIS AVE S, SEATTLE WA 98108.

Government Furnished Equipment and Material (GFE and GFM): None

Hours of Work: Unless otherwise approved by the Contracting Officer, all work shall be accomplished between the hours of 7:30 a.m. and 4:00 p.m. daily, except weekends and Federal Holidays, and unless exception is taken due to season or weather. The alternative schedule cannot exceed a 40-hour workweek and must be accepted by all interested parties before approval by the Contract Officer's Representative (COR), in writing, 72 hours in advance of any desired time change.

Contractor Qualifications: Contractor must specialize in this type of work and have at least 3 years experience. The Contractor shall submit evidence that they have obtained all required licenses and/or certifications required for this type of work within the State of Washington. The Contractor shall also submit proof that he or his company has successfully established and/or maintained a meadow.

Security Requirements:

The following process must be completed for all contractor employees who require access to the worksite.

PRIOR to access to any FAA facility:

1. The Contractor submits to the FAA Contracting Officer the following information about the applicant:
 - a. The full name – first, Last, and at least a middle initial (if they have one, if none, state so)
 - b. Date of birth
 - c. Social security number
 - d. Residences for last five (5) years – complete address for current and the city/state for prior addresses within the last five years.
2. FAA's Security Division will notify the Contracting Officer whether the applicant:
 - a. Appears to be a good candidate.

- b. Not without a full investigation.
- c. Not a good candidate.

Upon notification that an applicant appears to be a good candidate:

3. The Contractor applicant completes the following forms and forwards them to the Contracting Officer:

SF-85P, Questionnaire for Public Trust Positions

FD-258, Fingerprint card – prints can be done at any local law enforcement agency.

DOT Form 1681 ID Card Application and two (2) pictures, size 1-1/2" x 1-1/2" of applicant with their names written on the back.

The SF-85P, FD-258 and DOT F 1681 are considered the complete security investigation package. Additional documentation pertaining to issues regarding investigation information, i.e., explanation(s) to questions on the SF-85P that could not fit on the forms can be provided on blank paper (with name and social security number on each sheet). The applicant may submit any other type of documentation including court records if necessary to explain any questions on the form.

The Contractor Applicant forwards the three completed forms (and pictures) to the FAA Contracting Officer who will review them for completion and then forwards them to the FAA Security Division.

The Contractor employee may begin work once they are cleared as "appears to be a good candidate". But the three forms must be forwarded to the Contracting Officer within 5 working days in order to get the ID card. If there are any problems or concerns with the security investigation package, the Contracting Officer will be notified. They will in turn notify the Contract employee's supervisor for further clarification or removal from the site.

Permits: The Contractor shall, without expense to the FAA, be responsible for obtaining any permits as necessary.

Inspection: The Contracting Officer's Representative (COR) will inspect all work and be final acceptance on monthly charges. He/she will notify the Contracting Officer of any non-compliance with the contract specifications and may reject any or all of the charges. The COR will act as the property administrator for Government Furnished Materials & Equipment, if applicable.

Waste Disposal: The Contractor will provide on-site containers for the collection of weeds, debris and rubbish and shall remove the aforementioned materials from the site after each day of work. Any spillage on access and haul routes shall be cleaned up immediately.

Clean up: The work site shall be kept clean and orderly during the progress of the work.

Safety and Health: Material Safety Data Sheets (MSDS) shall be provided to the COR prior to commencement of contract. Any changes in chemicals need to be coordinated with the COR or site manager.

DEFINITIONS:

Grounds: For the purpose of work requirements, grounds are classified into the following areas, both inside and outside the perimeter fence, as described.

Fence: The eight foot chain link perimeter fence and its' gates and openings.

Bark Areas: Areas near front sidewalks, around selected trees and plants and other areas have bark landscaping.

Parking and Hardstand: All areas used for parking of personal and Government vehicles of all types, asphalt, concrete and crushed rock storage areas, occupied and vacant.

Sprinkler System: system that releases water from pipes in the ground through nozzle (sprinklers) opened automatically by a timed sensor.

Trees: Maples that line the front sidewalk and along the east side of the building.

Grounds Maintenance: Accomplishment of clearing, cleaning, moving, raking, fertilizing, pruning, and maintaining, as specifically required elsewhere in this document. Except as indicated in the Frequency Schedule and/or QASP, tasks are to be performed routinely or on an "as needed basis".

REQUIRED TASKS

1. **Grass:** The contractor shall mow all grass areas and maintain a hard edge.
2. **Beauty Bark:** The Contractor shall provide 1 inch of bark in all barked areas.
3. **Damage:** The Contractor shall repair, replace, or reimburse the Government for repairing replacement of any items damaged during mowing, edging, and trimming, if deemed to be caused by the Contractor.
4. **Pruning:** The Contractor shall prune all new plant materials as required. Trees and shrubbery shall be pruned in season (March and October) to maintain existing shape and remove diseased sections. All trees along North by North East side of building should be pruned away from power lines and above building sign. Ground cover to be pruned as needed, in similar shapes. Bushes at the front entrance need to be pruned down and kept no higher than 5 feet tall. Trimmings shall be collected and removed from the site.

5. **Fertilization**: Fertilize four (4) times a year, twice in the spring and twice in the fall/winter. The winter fertilizer shall be primarily directed at good root growth. A balanced feeding, throughout the year, to promote healthy and green lawns shall be applied.
6. **General Grounds Care**: The Contractor shall ensure that all sidewalks, parking areas, driveways and ramps are free of weeds, moss, leaves, debris, clippings, etc. The Contractor shall sweep or blow all sidewalks at each visit during the non-snow season. The parking areas, driveways, ground and fencing shall be checked bi-weekly and any rubbish or debris shall be removed. The parking lots shall be swept, blown or vacuumed at least once during the non-snow season, or as directed by the COR.
7. **Insect/Pest/Disease Control**: Insect, pest, or disease control shall be applied at first sign of activity and billed as an extra.
8. **Barked Areas**: Barked areas must be weeded and debris free.
9. **Weed Contol**: Apply 4 times per year.
10. **Sprinkler System**: Contractor shall winterize system in fall and perform start of system at the beginning of the warmer months, setting watering times, repairing any piping and/or sprinkler heads as needed to maintain consistent watering.